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Deputy Chief, Economic Research

11 December 1959

THRU : Chief, Industrial Division
Chief, Manufacturing Sectors Branch

IBM Runs of Analyst Time Distribution

1. In terms of branch management the statistics used in computing the IBM runs are useful and important. The actual IBM computations are unnecessary. The aggregations required for branch research and planning are computed for each reporting period immediately after submission of the analysts time report. It has been found that reliance upon later IBM runs is very undesirable because of numerous recording errors that occur. Aggregation at the branch level requires less than 30 minutes secretarial work each week and gives an immediate and accurate picture of how the branch spent its available man-hours during the preceding period.

2. In planning Section G4 of the NIS program use is made of the Project Report runs to note the number of hours being used by other branches that prepare contributions for submission to I/MS, the coordinating branch.

Distribution:

Orig. and 1 - Ch/E
1 - D/I
1 - I/MS

ORR: I/MS: [REDACTED] jad/2922/11 Dec 59

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